

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: Program Planner II

Function Code: 7114-090

Position Title: Program Planner II

Date Established: 12/22/04

Position Number: 8T010

Date of Last Amendment: 11/09/05

**SCOPE OF WORK:** Coordinates public and professional education and capacity building activities of the Division of Public Health Services Asthma Control Program. Responsibilities include working with program working groups, collaborating state public health programs, and external organizations to plan, implement, and evaluate interventions for clinical care improvement, asthma-health homes, schools, and workplaces; and public awareness. This position reports to the Program Manager (Supervisor IV) of the Asthma Control Program.

### **ACCOUNTABILITIES:**

- Provides staff support for and helps coordinate meetings and activities of designated Asthma Control Program working groups, e.g. asthma clinical services and disease management, asthma-health environments, public awareness and outreach, and surveillance.
- Provides technical assistance in health promotion, planning, and evaluation to program working groups, collaborating state health programs, and external organizations partnering with the Asthma Program.
- Works with partnering organizations to implement, coordinate, and evaluate community-based interventions, professional education sessions, and public events planned by Asthma Program working groups.
- Develops and sustains collaborative relationships with local, regional, and national organizations.
- Reviews and disseminates asthma research and reports as they relate to program activities.
- Assists in the development, evaluation, and dissemination of educational and public information materials related to ongoing activities of the program, including a program news bulletin.
- Assists with data collection as needed for program planning, monitoring, and evaluation.
- Assists in preparing reports for the Centers for Disease Control and Prevention, including grant applications and semi-annual reports.
- Monitors grant applications to ensure compliance to government regulations.
- Attends chronic disease prevention meetings within the Division of Public Health Services and contributes to improving integration among state public health programs.
- Attends CDC conference calls, CDC national asthma meetings, and meetings with local and regional organizations as appropriate.
- Provides supervision to program staff as agreed on the Program Manager.
- Makes recommendations to the Program Manager concerning the implementation of new procedures or operational changes.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college of university with major study in Public Health, Health Promotion, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' experience in public health, health promotion or a related field with responsibility for program planning, monitoring and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Eligibility for New Hampshire driver's license and/or access to transportation for use in statewide travel.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Lindsay Dearborn, Supervisor IV, #9T094

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

Supervisor's Name, Title, & Position #: Lindsay Dearborn, Supervisor IV, #9T094

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved